

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2169

TITLE: MEDIA TECHNICIAN

GRADE: S-14

DEFINITION:

Under general supervision, operates broadcast video and audio equipment to produce instructional and informational video programs for broadcast on government access channels and the institutional network; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Media Technician class differs from the Audiovisual/Television Technician class as follows: the focus of the Audiovisual/Television Technician class involves set up and routine maintenance of conventional video equipment, inventory of loan pool equipment and circulation of video and audio tapes; while the focus of the Media Technician class involves set up and operation of cameras and other video equipment used in broadcast-quality video production.

ILLUSTRATIVE DUTIES:

Sets up and operates cameras and other video equipment, configuring lights and maintaining good sound quality, for field and studio cable productions;
Sets up and operates equipment for video teleconferences and training productions carried on the institutional network;
Screens videotapes and prepares logs, noting key events and associated time codes;
Edits 3/4" and 1/2" videotape;
As requested, duplicates and distributes videotapes for the government access and institutional network;
Delivers, sets up and returns video equipment on request;
Provides technical advice and support to users and other agency staff in the appropriate use of broadcast quality video production equipment;
Participates in the training of government users of the portable video production equipment; and
Performs basic preventative maintenance on video equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the procedures and techniques involved in producing instructional and informational video programs;
Ability to assemble, set up and operate broadcast quality video and audio production gear, without on-site supervision;
Ability to perform preventative maintenance on video equipment;
Ability to learn the characteristics, capabilities, and methods of operation of new equipment;
Ability to establish and maintain effective working relationships with co-workers, other County employees and the general public.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to:
Graduation from high school or a G.E.D. issued by a state department of education; PLUS

Two years of appropriate technical experience in the audiovisual field.

Satisfactory completion of specialized training in related technical audiovisual subjects may be substituted for the experience requirement.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

REVISED: November 29, 1995